

DPD-2024-59
Copy 5 of 5

24 March 1959

MEMORANDUM FOR : Acting Chief, Development Projects Division, DD/P
THROUGH : Chief, Administrative Branch, DD/P
SUBJECT :
(Recommendation for Promotion)

1. I should like to recommend be promoted from grade GS-4 Clerk/Typist to grade GS-5 Clerk/Stenographer.

2. entered on duty with the Agency on 6 January 1958 as a GS-3 Clerk/Typist and was subsequently assigned to the Development Projects Division, DD/P, on 17 March 1958. As a result of ability to learn quickly and effectively carry out responsibilities with a minimum of supervision, she was promoted to grade GS-4 Clerk/Typist effective 27 July 1958.

3. qualified as a Clerk/Stenographer by successfully completing the Agency Advanced Shorthand Dictation Course on 19 December 1958. She performs all her GS-5 commensurate duties in a highly commendable manner. Based on past record, and her present excellent performance as a stenographer, I should like to request that this recommendation receive favorable consideration.

SIGNED

Security Officer
DPD-DD/P

/del

- 1 & 2 - addressee
- 3 - Personnel Officer, DPD-DD/P
- 4 - Security, DPD-DD/P
- 5 - RI, DPD-DD/P